



PROPERTY MANAGEMENT SYSTEM APPROVAL FORM

BWXT Y-12 Subcontract Property
Attn: Barbara Hatfield
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Oak Ridge, TN 37831-8043

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Company Name	Completed By: <i>(Print Name and Title)</i>
Date Completed	Signature or E-mail address
For Office Use Only	
Reviewed by: _____ Date: _____	_____ System approved Expires _____ _____ Deficiencies Deadline _____

- Instructions:
1. Indicate Yes, No or N/A in the left-hand column.
 2. Explain all No and N/A responses in the right-hand column
 3. Return Transmittal Form and completed Property Management System Form via fax, mail, or e-mail.



YES	NO	N/A	POLICIES AND PROCEDURES	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Have property management functions been assigned to an organization or an individual?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Are operating policies and procedures sufficient to assure effective Property Management?	
YES	NO	N/A	ACQUISITIONS	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Do invoices itemize assets acquired and reference appropriate subcontract number?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Does the subcontractor properly report all acquisitions to BWXT?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Y-12 Subcontract Property?	
YES	NO	N/A	RECEIVING	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Does documentation indicate that government property is appropriately checked for quantity received, condition, and transit-related discrepancies?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Is property protected while in the receiving process?	
YES	NO	N/A	IDENTIFICATION	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Does a system exist to properly identify and tag government property?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Does a system exist to identify and tag/flag personal property requiring special handling (i.e., nuclear-related, proliferation-sensitive, contaminated, or hazardous)?	
YES	NO	N/A	RECORDS	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Is a system in place for maintaining records of government property?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Does the system track the following:	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a) Contract number	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b) Description	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c) Manufacturer	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d) Model number	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e) Serial number	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	f) Acquisition cost	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	g) Acquisition date	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	h) Physical location	



YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i) Disposition document reference and date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	j) Are property records updated when changes occur?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	k) Does the system track movement of government property?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	l) Does the system provide for reporting, redistribution, and disposal of excess and surplus personal property?
YES	NO	N/A	INVENTORY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are annual physical inventories for property performed and reconciled to the Property Records?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Does the reconciliation process include analyzing unidentified equipment located during the inventory to determine if it is Government-owned?
YES	NO	N/A	REPORTS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are required reports (i.e., physical inventory reports that include acquisition cost of government property) filed on time?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Does a system exist to account for and report lost, stolen, abandoned, damaged, worn out, and destroyed property?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Is a prompt and thorough investigation conducted of lost, damaged, and destroyed property?
YES	NO	N/A	UTILIZATION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Is there assurance that the subcontractor uses property only for those purposes authorized by the contract?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Is idle property periodically identified and reported?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Has a maintenance program been established that will assure continuing satisfactory operation, prevent abnormal deterioration, and document the maintenance history of government property?
ADDITIONAL COMMENTS			

YES	NO	N/A	To be completed by BWXT Y-12 Subcontract Property Management
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the subcontractor answer "YES" to all questions for:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ Policies and Procedures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ Acquisitions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ Receiving
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ Identification
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ Records
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ Inventory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ Reports
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ Utilization
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the subcontractor sufficiently explain all NO and N/A responses?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do the subcontractor's responses indicate compliance with minimum requirements of 41 CFR 109-1.52?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do the subcontractor's responses indicate compliance with minimum requirements of _____?